Don't Make AI Guess.

One useful request. A result you can check.

A good AI request does not need to sound technical. It needs the right material, a clear job and the details that must survive the rewrite.

What you will practice

Turn a client email into a clearer message without changing the price, the deadlines or the permission to start.

What you need

An AI assistant that accepts text. Paste only material you are allowed to share. No paid plan, connected account or special slash command is required for this text exercise.

How to use these five pages

Learn the four-part method. Try the example. Compare your result with the checklist. Then repeat it with a low-stakes message of your own.

New material prepared for F.F.S. with AI assistance. This independent sample is not an excerpt from the paid edition.

Give the AI a small, clear brief.

Being short is optional. Keeping the necessary context is not.

TASK — What should happen?

Rewrite this email in a warm, direct tone. Name one useful job rather than asking the AI to make everything better.

MATERIAL — What should it use?

Paste the original email. A request that says “rewrite this” still needs a real “this.”

RULE — What must stay true?

Keep both prices, both dates and the condition that work cannot begin before agreement. Do not invent a discount.

RESULT — What should come back?

Only the revised email, in fewer than 80 words. State the format and size you can actually use.

> Reusable pattern: Do [task] using [material]. Preserve [rules]. Return [result]. If a detail is missing, ask or mark it as unknown.

Change the wording. Keep the agreement.

Paste the source and request together. Read the reference answer only after your first attempt.

1 / The source email

Hi Jordan, thanks for your proposal for the three-page website. The quoted total is US$640, but our approved budget is US$520. We still need delivery by October 16, 2026. Could you let me know by October 9, 2026 whether reducing the scope could bring the price within budget? Please do not begin work until we agree on the revised scope and total.

2 / The request

Rewrite this email in a warm, direct tone. Keep both amounts and dates. Ask about a smaller scope; do not imply a discount, accepted offer or permission to start. Return only the email, in fewer than 80 words.

3 / An authored reference answer

> Hi Jordan, thank you for the three-page website proposal. Your quote is US$640; our approved budget is US$520. Could a smaller scope fit that budget while keeping delivery on October 16, 2026? Please let me know by October 9, 2026. Wait to begin until we agree on the revised scope and total. Thank you!

54 words; requested limit: fewer than 80.

Fictional exercise: the person, project, amounts and dates are invented. The answer is an assistant-authored teaching example, not a measured result from an external AI app.

A polished sentence can still be wrong.

Compare with the source, not with how confident the answer sounds.

The two amounts have different jobs.

US$640 is the supplier's quote. US$520 is the customer's approved budget. Neither is a new agreed price.

The two dates must not trade places.

October 16, 2026 is the delivery deadline. October 9, 2026 is the deadline for a reply.

A question is not an agreement.

The email asks whether a smaller scope could fit the budget. It does not accept the offer, promise a discount or authorize work.

Check the requested shape.

Is the tone warm and direct? Is the answer an email in fewer than 80 words? Remove commentary you did not ask for.

If something changed, repair that part: “Keep the current tone. Restore the original reply deadline. Do not change the other facts.” Then check the complete answer again.

Keep one prompt you actually use.

Choose a small task you can judge yourself. A useful habit matters more than a long list you never open.

Try it with your own email

Remove private details. Write down the facts that must stay. Paste the message and the four-part request. Compare the result with your list before sending anything.

Keep a tiny record

Save the request, what you corrected and the version you accepted. Next time, reuse the rules that helped; change the material.

Continue with the full guide

Explore a broader approach to writing, documents, images and everyday AI work. The guide's product page describes the edition and its included materials. A purchase is not needed to use this sample.

Tools and plans change. Clear instructions, careful sharing and a final check remain useful.

Explore the full guide

https://landingbestoffers.com/ai-guide/en/

Intended product-page address. Availability depends on publication; this sample itself works offline.